

ADMINISTRATIVE
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names for record*

DD/S&T 464-67

1 February 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Conversation with [REDACTED]

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1. [REDACTED] Procurement Division, Office of Logistics, [REDACTED] and I met yesterday to discuss in detail some recommendations developed by the Procurement Division pertaining to the approval document which we are using to forward proposed R&D contracts to Procurement. This is currently designated Form 2416.

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2. A new format for Form 2416 which incorporates several of the particulars desired by the Procurement Division was described in detail in the Project Officers Handbook, and sufficient copies of this form have been issued to the S&T offices for immediate use. Since this represents an interim improvement, [REDACTED] and [REDACTED] both felt that this was a worthwhile action at this time.

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3. [REDACTED] explained the Procurement Division's desire to have a form which will not only be appropriate for normal R&D contracts but would also serve for other items and actions procured with R&D funds such as repair, maintenance, and modification of equipment. To do this, information of particular significance to these types of actions will be required such as: where items may be picked up; whether they should be delivered what sort of inspection is required, etc. Although the data provided in the ADP contract information system provides description of normal R&D work, information pertaining to what is desired in repairs and modifications is inappropriate for inclusion in the detail generally required, and consequently this description is also needed in the multi-use form.

4. It appears that an acceptable format can be designed and new instructions prepared for the R&D Handbook so that Procurement's full desires can be accommodated. As soon as possible ad hoc copies

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of the new form and explicit Handbook instructions will be issued simultaneously so that some experience may be gained with this new form prior to FY 68. STATINTL



Special Assistant to the
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